

**Business Improvement District
December 10, 2015**

Board Present: Andrew Ferrin, Garry Hackett, Kris Harrison, Travis Neil, Mauri Novak, Jason Madill
Board Absent: Sheila Rice
Staff Present: Joan Redeen

I. **Call to order:** Andy called the meeting to order at 9:00am.

II. **Guests:** There were no guests present.

III. **BID Board:** Joan provided the board with a flyer inviting the board to attend the City's Board Training to be held on January 11th at 5:30pm in the Civic Center.

IV. **Approval of minutes from 11-12-15 meeting:** Travis motioned to approve the meeting minutes from the 11/12/15 meeting as presented. Kris seconded. **Motion passed unanimously.**

V. **Financials:**

Monthly Financials: Joan reported that bank reconciliations were just completed for September, October & November and financials will be forwarded to the board after the meeting, for review in January.

Joan reported that the City has noted there were no BID assessments paid in October; the City is working on getting the November BID assessments to our office as soon as possible.

VI. **Grant Programs:**

CTEP: Nothing new to report at this time.

Grant Applications:

GR Tax Services: Joan reported that a Business Incentive Grant application for GR Tax Services was provided to the Board via email. Mauri motioned to approve the Business Incentive Grant application for GR Tax Services for \$600. Garry seconded. **Motion passed unanimously.**

Discussion on the fire that happened in Times Square – Joan will confirm that the fire will not affect GR Tax Services prior to cutting their rent check.

Joan provided the board with copies of the updated grant schedule.

VII. **Old Business:**

Beautification:

Holiday Décor: Joan reported that we've paid out just shy of \$4,000 to date for installation. We'll have some costs tied to removal but will leave the lights up until March or April and will have pre-release volunteers remove those. The lights are set to be on from 10am to 10pm. Joan noted that an inquiry has been made about refurbishing our vintage décor that is on the 1st Avenue's and the side streets. The BID has over 100 vintage pieces; they've experienced a great deal of damage over the years. The inquiry is to do 5 at a time with the BID funding the costs of supplies. The Board instructed Joan to meet with the individual, begin with 5 pieces, fund the supplies and then review for the possibility of completing additional décor.

Vehicle: Joan reported that she's requested bids for decals to be installed on the truck.

Sound System: Andy reported that the speaker outside of Belles & Lace had a fan switch turned to the on position and the speaker is no longer spewing static. He noted that they continue to work on the control box and volume control; having the box set on a regular radio station seems to be eliminating the issue of volume.

BID Expansion: Joan reported that the City has provided us with our proposed assessments. The deadline for getting the ballots to the City is 2/9; the deadline for owners to get their ballot back to the BID will be 1/29. The goal is to have the letters in the mail by next week. Discussion followed on the different variables that the BID will need to hit; we need to hit 60.1% with the ballots plus 50% in three areas. The three areas are square footage, taxable valuation and annual assessment (the three points of our formula). The board requested the numbers for each variable after our last attempt be provided, based upon our newly proposed expansion so we can determine if attempting again is a sound idea. Joan will request the info from the City and provide it to the Board.

Downtown Great Falls Association: Joan reported that the Parade of Lights was held 11/28 and the Stroll was held 12/4.

Team Trolley: Joan reported that Luminaria tours are running every night.

Downtown Partnership: The annual meeting of the partnership was held 11/19. Next meeting is 1/27 at 9am at NWGF.

Downtown Safety Alliance: Joan reported that the next Business Watch meeting is Tuesday, 1/12. The topic is Incident Management. We'll specifically be discussing what to do when there is an emergency happening, if businesses are put in lockdown mode, etc. Five business watch meetings are held annually; four sponsors have been lined up for 2015. Discussion followed on US Bank sponsoring the January, 2016 meeting; Kris requested information.

Historic Preservation Advisory Commission: Joan reported that the City ornament is on sale now; this year's ornament is the Russell Studio. It is the 8th year the City has had an official ornament.

Johnson Hotel: Joan reported that a new tenant is moving in; Big Sky Medical Services is moving into Suite 307. There is one vacancy remaining.

Parking Commission: Nothing new to report at this time.

Personnel: Joan reported that she'll be out of the office beginning on the 24th until the New Year, taking her final vacation days for the year.

Work Plan 2014-2015: Joan reported that the work plan continues to be worked.

VIII. **New Business:** Andy reported that the new office chairs will be delivered this week.

Joan reported that a property tax exemption form was received in the office; she is reaching out to Helena to find out how to complete it when the BID does not file a Form 990 with the IRS.

Joan reported that the Museum Consortium has reached out to the BID for possible funding for a billboard advertising campaign on I-15. A schematic of the billboard was provided to the board; the proposal is that a new billboard would be installed that notes '30 unique downtown shops'. The Consortium has committed \$2,500; TBID is funding \$10K but they are short \$2,500-\$4K. They've requested a commitment from the BID to complete their funding. Discussion followed on DGFA and marketing; the BID noted that they are receptive to providing \$2,500 in funding to DGFA so that they can assist the Museum Consortium with this funding need.

IX. **Public Comment:** No public comment at this time.

X. **Adjournment:** Meeting adjourned at 10:19am.

Andy Ferrin, Chair

Date: _____

Joan Redeen, Staff

Date: _____